

NAVY DECLASSIFICATION/RELEASE INSTRUCTIONS ON FILE

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DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
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OPNAV INSTRUCTION 01000.2C

From: Chief of Naval Operations  
To: Distribution List

Subj: Program for the Preparation, Revision, and Distribution of Personnel Allocation Plans for Naval Military personnel

- Encl: (1) Composition of the Personnel Allocation Plan (PAP) and the Quantitative Section of the Mobilization Personnel Allocation Plan (MPAP) together with designated sponsors for the component parts thereof  
(2) Instructions for the preparation of the qualitative section of the Personnel Allocation Plan (PAP) and the Mobilization Personnel Allocation Plan (MPAP)  
(3) Instructions for Establishing and Maintaining the Mobilization Personnel Allocation Plan (MPAP) Quantitative Personnel Ceilings  
(4) Distribution of Personnel Allocation Plans

1. Purpose. The purpose of this Instruction is to delineate responsibilities for the preparation, revision and distribution of the Personnel Allocation Plan (PAP) and the Mobilization Personnel Allocation Plan (MPAP).

2. Cancellation. OPNAV INSTRUCTION 01000.2B of 21 July 1954 is cancelled and superseded by this Instruction.

3. Background.

a. The PAP is a subsidiary plan to the Basic Naval Establishment Plan (BNEP), which is the Navy's plan for a current peacetime Navy within the monetary limitations and personnel ceilings imposed by the current budget.

b. The MPAP is a component part of the Navy Logistics Plan (NCL-1(year)). It does not support the Navy Basic Mobilization Plan (NBM-1B).

4. Objectives. The objectives to be obtained by this Instruction are:

a. To furnish guidance for the preparation, review, revision and distribution of the PAP and the MPAP.

b. To establish a sponsorship organization and to provide for the appointment of Personnel Technical Advisors to the Deputy Chief of Naval Operations (Personnel) to represent and act for their respective Bureau or Office in regard to the component portions of the PAP and/or MPAP which such Bureau or Office sponsors.

5. Definitions.

a. Personnel Allocation Plan (PAP). That plan which contains the authorized Navy officer and enlisted personnel allocations for the existing peacetime activities of the Naval Establishment in support of the Basic Naval Establishment Plan (BNEP).

b. Tentative Personnel Allocation Plan. That plan which reflects Navy officer and enlisted personnel by activities, in accordance with either the most recent tentative BNEP or the most recent tentative change to the BNEP. It is used for planning purposes only by DCNO (Personnel) and the Bureau of Naval Personnel.

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c. Mobilization Personnel Allocation Plan (MPAP). That plan which contains the authorized phased Navy officer and enlisted personnel allocations for the various activities (existing and projected) of the Naval Establishment subsequent to D-Day. It is comprised of a Quantitative Section and a Qualitative Section.

d. MPAP Quantitative Section. That part of the MPAP which contains the authorized phased officer and enlisted numerical allocations for each activity (existing and projected) of the Naval Establishment subsequent to D-Day.

e. PAP/MPAP Qualitative Section. That part of the PAP/MPAP which is based on the officer and enlisted allowance/complements issued by the Bureau of Naval Personnel and contains Navy officer and enlisted qualitative peacetime and mobilization requirements by appropriate Navy officer billet code, designator code, grade code, and enlisted rating code, rate code, and Navy enlisted classification code together with the total number of each code.

f. Primary PAP and/or MPAP Line Sponsor. The Bureau or Office of the Navy Department designated by the Chief of Naval Operations to sponsor activities included in a designated PAP or MPAP line, as appropriate, commensurate with the functions and/or missions of such a Bureau or Office. The Primary Line Sponsors are indicated in enclosure (1) of this instruction.

g. Secondary PAP and/or MPAP Line Sponsor. The Bureau(s) or Office(s) of the Navy Department designated by the Chief of Naval Operations to assist the corresponding designated Primary PAP or MPAP Line Sponsor as appropriate in personnel planning commensurate with the inter-related functions of such Bureau(s) or Office(s). The Secondary Line Sponsors are indicated in enclosure (1) of this instruction.

h. Personnel Technical Advisors. Personnel who, by virtue of experience and knowledge of the personnel problems peculiar to the operating functions of a Bureau or Office, are designated to represent and act for a Primary and/or Secondary Line Sponsor in regard to appropriate PAP and/or MPAP lines.

6. Assignment of Responsibility.

a. Deputy Chief of Naval Operations (Personnel) will:

(1) Prepare and maintain both the Personnel Allocation Plan (PAP) and the quantitative section of the Mobilization Personnel Allocation Plan (MPAP), conforming to the format given in enclosure (1) of this instruction.

(2) Allocate Navy personnel ceilings to Primary Line Sponsors as necessary and appropriate for the PAP or MPAP lines they sponsor.

(3) Prepare changes to the PAP and the MPAP based on recommendations received from appropriate Primary Line Sponsors.

(4) Initiate other changes to the PAP, MPAP and this instruction as necessary.

(5) Disseminate correspondence as necessary authorizing changes to the PAP and/or the quantitative section of the MPAP to the Chief of Naval Personnel with copies as follows:

- (a) One copy to Head, Complements and Allowances Branch, BUPERS.
- (b) One copy to Head, Personnel Allocation Plan Accounting Branch, BUPERS.
- (c) One copy to Director, Officer Personnel Division, BUPERS. (PAP only).
- (d) One copy to the activity concerned in the change and to appropriate echelons in the chain of command of the activity as necessary.
- (e) One copy to each appropriate Primary and Secondary Line Sponsor.

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(6) Furnish the Head, Personnel Allocation Plan Accounting Branch, Bureau of Naval Personnel, an original and two copies of all PAP and MPAP quantitative section adjustment forms, showing thereon the actual changes to be made to the PAP and the MPAP quantitative sections respectively. These adjustment forms will constitute the authority for the Bureau of Naval Personnel to change allowances and/or complements and related PAP or MPAP IBM cards. New activities added to the MPAP will receive a logistical area code, which code will be assigned by DCNO (Logistics) and included on the adjustment form by DCNO (Personnel). One copy of each MPAP adjustment form will be forwarded to the Commander Service Force, U. S. Atlantic Fleet (COMSERVLANT).

(7) Maintain an up-to-date list of Primary and Secondary Personnel Technical Advisors and periodically promulgate a currently revised listing to all Primary and Secondary Line Sponsors.

(8) Distribute the PAP and the MPAP quantitative section in accordance with the distribution instructions given in enclosure (4).

b. Bureaus and Offices designated as Primary and/or Secondary Sponsors for the various PAP and MPAP lines in enclosure (1) of this Instruction will:

(1) Designate from within their respective Bureau or Office suitable representatives to act as the Bureau or Office Primary and/or Secondary Personnel Technical Advisor(s) to the Deputy Chief of Naval Operations (Personnel) for the corresponding PAP and MPAP lines which the Bureau or Office sponsors. If possible, these designated personnel technical advisors should be the same representatives who act as personnel advisors to the Chief of Naval Personnel for their Bureau or Office.

(2) Inform the Deputy Chief of Naval Operations (Personnel) of representatives designated as Primary and/or Secondary Personnel Technical Advisors for the PAP and the MPAP lines sponsored by that Bureau or Office, giving the following information for each such representative designated:

- (a) PAP and/or MPAP line for which designated representative is responsible.
- (b) Name and, if military, the rank.
- (c) Official code, title, or OPNAV number as appropriate.
- (d) Office room and phone numbers.
- (e) Home address and home telephone number.

(3) Make appropriate recommendations as follows to DCNO (Personnel) for changing the PAP and/or MPAP lines which they sponsor (the Secondary Sponsors will submit these recommendations to the Primary Sponsors):

(a) PAP - Both in total officer and enlisted allocations by activity and for officer code categories. The Chief of Naval Personnel will make appropriate determination for enlisted categories.

(b) MPAP - Both in total officer and enlisted allocations by activity and for phases D/1, D/3, D/8, D/9, D/12, D/18, D/24, D/30, D/36, D/42 and D/48 months; after D-Day, the same information with the addition of officer code category recommendations.

(c) PAP and MPAP - Such additional supplementary personnel information as may be appropriate and desirable, including necessary justification for personnel increases, in order to aid DCNO (Personnel) in taking action on such recommendations and to assist the Chief of Naval Personnel in allowance and complement determinations. Items which may be included in this supplementary personnel information may include but not be limited to any or all of the following as appropriate: billet titles, billet descriptions, officer billet codes, desired officer rank, desired officer designator, and enlisted structure. After personnel allocations have been approved by DCNO (Personnel) for PAP and/or MPAP lines as appropriate, the Primary Sponsors concerned together with their designated Personnel Technical Advisors may deal directly with the Complements and Allowances Section of BUPERS on such supplementary personnel data in lieu of forwarding this data via DCNO (Personnel).

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(4) Reevaluate lines they sponsor in the current MPAP quantitative section at least semi-annually to insure:

(a) That only essential personnel requirements are phased in during the early months of mobilization, especially D/1, D/3 and D/6 months.

(b) That rephasing is done as necessary to reflect new personnel requirements and to eliminate obsolete or duplicated personnel requirements.

(c) That MPAP personnel allocations reflect only the numbers to be on board at the end of each phase.

(5) In accordance with the guidance set forth above, conduct MPAP planning for activities which do not exist in peacetime but which would fall within the scope of the MPAP line sponsor. In the event advice or assistance of other Bureaus or Offices of the Navy Department is required or desired in connection with this planning, it will be the responsibility of the Primary Sponsor to obtain such advice or assistance from the Bureaus or Offices concerned.

(6) Maintain an up-to-date record of "temporary reduced requirements (TER category)" for activities under their planning cognizance when establishment of such category is considered necessary by DCNO (Personnel). (See paragraph 1.c. of Enclosure (3)).

(7) Submit to DCNO (Personnel), when requested, appropriate planned officer and enlisted personnel requirements by activities for inclusion in the Tentative PAP.

(8) Be prepared to furnish detailed justification for billets planned for the PAP, and to assist DCNO (Personnel) in the preparation of military manpower requirements.

(9) Promulgate additional personnel planning guidance as appropriate to activities and commands which they sponsor.

(10) Billets within the Naval Reserve Program are to be coordinated with ACNO (Naval Reserve) (Op-91).

c. The Chief of Naval Personnel will:

(1) Maintain IBM cards up-to-date for the PAP, the quantitative section of the MPAP and the qualitative section of the PAP/MPAP. In order that IBM cards may be corrected for last minute changes, and further that scheduled PAP and MPAP quantitative section IBM runs will not be held up for such changes, the following adjustment form "close-out" times should be adhered to by DCNO (Personnel) insofar as practicable:

(a) PAP - End of normal working hours the last day of each month unless such date falls on a weekend or holiday when it should be the next preceding normal working day.

(b) MPAP Quantitative Section - During peacetime: End of normal working hours on the 15th of March and September; after D-Day as scheduled by DCNO (Personnel).

(2) Commence IBM runs of the PAP and MPAP Quantitative Section immediately following the processing of the last adjustment form changes. In this connection maximum practicable effort should be made to meet the following target dates assuming adjustment form change "close-out" times given above are met.

(a) PAP - The 10th of each month.

(b) MPAP Quantitative Section - During peacetime: Semi-annually on the 1st day of April and October; after D-Day: as scheduled by DCNO (Personnel).

(c) MPAP Quantitative Section by Location - During peacetime: Semi-annually on the 10th day of April and October; after D-Day: as scheduled by DCNO (Personnel).

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(3) Commence peacetime IEM runs of the PAP/MPAP qualitative section, for distribution in accordance with enclosure (4) of this Instruction, following the outflow for officer and enlisted allowance/complements for the months ending 31 May and 30 November for all segments less segments 8 and 9. In this connection maximum practicable effort should be made to meet a semi-annual target date of 1 July and 1 January respectively. After D-Day: Make such qualitative runs as required by CNO or BUPERS.

(4) Prepare the IEM Qualitative Section of the PAP/MPAP in accordance with instructions contained in enclosure (2).

(5) Furnish semi-annual data on estimated maximum personnel mobilization capabilities in accordance with enclosure (3).


(6) Furnish DCNO (Personnel), the appropriate designated Primary and Secondary Sponsors, and all interested commands one copy of all allowance and complement revisions as appropriate.

(7) Control the abbreviation of activity and ship names appearing in both the PAP and MPAP.

7. Classification. The following general classification policy will apply to PAP and MPAP correspondence, unless, in the opinion of the originator, a higher classification should be assigned:

	PAP	MPAP
a. Copy of entire plan or major segment thereof; compilation of all activities assigned to a code name.	Confidential	Secret
b. Portions of plan which do not constitute a major segment; individual activities.	Unclassified	<u>Confidential</u>

Note: Policy and procedure governing use of code names will be in accordance with the effective Logistical Planning memorandum on this subject.

  
G. L. HOLLOWAY, JR.  
Deputy Chief of Naval Operations  
(Personnel)

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